

## Soil Erosion Permit Information

**Soil Erosion and Sedimentation Control – General Standards:** any earth changes shall be conducted in a manner which will effectively reduce accelerated soil erosion and off-site sedimentation.

*Limitation of exposure of disturbed land.* All earth changes shall be designed, constructed and completed in a manner which shall limit the exposed area of any disturbed land for the shortest possible period of time.

*Removal of sediment from runoff water.* Sediment caused by accelerated soil erosion shall be removed from runoff water before it leaves the site of the earth change.

*Limitation of water flow.* A temporary or permanent facility designed and constructed for the conveyance of water around, through or from the earth change area shall be designed to limit the water flow to a non-erosive velocity.

*Final grading and stabilization.* A person shall install temporary soil erosion and sedimentation control measures before or upon commencement of the earth-change activity and shall maintain the measures on a daily basis. A person shall remove temporary soil erosion and sedimentation control measures after permanent soil erosion control measures are in place and the area is stabilized. A person shall stabilize the area with permanent soil erosion control measures under approved standards and specifications per approved earth change plan.

*Completion of permanent erosion control measures.* A person shall complete permanent soil erosion control measures for all slopes, channels, ditches, or any disturbed land area within 5 calendar days after final grading or the final earth change has been completed. If it is not possible to permanently stabilize a disturbed area after an earth change has been completed or if significant earth change activity ceases, then a person shall maintain temporary soil erosion and sedimentation control measures until permanent soil erosion control measures are in place and the area is stabilized.

**Soil Erosion and Sedimentation Control Plans and Specifications - Required Information:** Plans and specifications accompanying the grading/soil erosion and sedimentation control permit application shall contain, but not be limited to, the following data:

1. A map or maps at a scale of not more than 200 feet to the inch. The map shall include a legal description and site location sketch that includes the proximity of any proposed earth change to lakes or streams; predominant land features; and contour intervals or slope description.

2. A soil investigation report, soils survey or written description of the soil types of the exposed land area contemplated for the earth change.
3. Details for the proposed earth change, including all of the following:
  - a. A timing schedule indicating the anticipated starting and completion dates of the development sequence and the time of exposure of each area prior to the completion of effective erosion and sediment control measures;
  - b. The location and description for installing and removing all proposed temporary soil erosion and sedimentation control measures;
  - c. A description and the location of the physical limits of each proposed earth change with the pre-construction topography;
  - d. The elevations, dimensions, location, extent and slope of all proposed earth changes, including building and driveway grades;
  - e. A description and the location of all proposed permanent soil erosion and sedimentation control measures;
  - f. Plans of all drainage provisions and dewatering facilities; and
  - g. A program proposal for the continued maintenance of all permanent soil erosion and sediment control measures that remain after project completion, including the designation of the person responsible for the maintenance. Maintenance responsibilities shall become a part of any sales or exchange agreement for the land on which the permanent soil erosion control measures are located.

## Part 91, Soil Erosion and Sedimentation Control Plan

### Minimum Requirements

Project: \_\_\_\_\_

Rule 1703 Requirement	Included in Plan?*	Comments
Map with scale: 1" = 200' or less, or indication of exact distances between noted features on site plan, including site location sketch	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Legal description of property (town, range, section, quarter-quarter section)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Proximity of any proposed earth change to lakes and/or streams	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Predominant land features	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Slope description or contour intervals	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Soils survey or written description of the soil types of the proposed exposed land area	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Description and location of the physical limits of each proposed earth change	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Description and location of all existing and proposed on-site drainage and dewatering facilities	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Timing and sequence of each proposed earth change	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Location and description for installing and removing all temporary SESC measures	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Description and location of all proposed permanent SESC measures	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Maintenance program for all permanent SESC measures and designation of person responsible for maintenance	Yes <input type="checkbox"/> No <input type="checkbox"/>	

\*If No is checked above, the plan must be revised to include the missing element prior to submittal/approval.

Other Comments:

# PORTAGE SOIL EROSION AND SEDIMENTATION CONTROL PROGRAM

## TIMING & SEQUENCE TABLE\*

Landowner: \_\_\_\_\_

Start Date: \_\_\_\_\_

Project/Address: \_\_\_\_\_

End Date: \_\_\_\_\_

Construction Sequence	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Construction Activities</b>												
Strip & Stockpile												
Rough Grading												
Building Construction												
Final Grade												
Other: _____												
Other: _____												
<b>Temporary SESC Measures</b>												
Silt Fence												
Gravel Access Road												
Erosion Control Blankets												
Inlet Protection (storm drain)												
Sediment Basin(s)												
Temporary Seeding												
Buffer Strip(s)												
Other: _____												
Other: _____												
Other: _____												
<b>Permanent SESC Measures</b>												
Storm Water Basin(s)												
Seeding/Mulch/Landscaping												
Type: _____												
Pavement/Gravel												
Material Type: _____												
Rip-Rap Type: _____												
Other: _____												
Other: _____												

Briefly describe the maintenance plan for each temporary and permanent SESC measure.

Measure	Responsible Party	Maintenance Plan
Silt Fence		
Catch Basins/Inlet Protection		
Street Sweeping		
Seeding/Mulch		
Storm Ponds/Sediment Basins		
Other: _____		
Other: _____		
Comments/Notes of Interest:		

\*Additional sheets will be needed if project will span multiple years.


**OFFICE USE ONLY**

Permit No.

Date Issued

Expiration Date

**PERMIT APPLICATION for PART 91**  
**SOIL EROSION AND SEDIMENTATION CONTROL**

**1. APPLICANT** (Please check if applicant is the landowner or designated agent\*)

Name	Landowner <input type="checkbox"/>	Designated Agent <input type="checkbox"/>		
Address				
City		State	Zip Code	Area Code/Telephone Number

**2. PROJECT LOCATION**

Section	Town TS3	Range R11W	City/Village City of Portage	County Kalamazoo
Subdivision		Lot No.		Tax ID Number
Street Address				

**3. PROPOSED EARTH CHANGE**

Project Type: Residential <input type="checkbox"/> Multi-Family <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Land-Balancing <input type="checkbox"/>				
Describe Project				Size of Earth Change (Acres or Sq. Ft.)
Name of/and Distance to Nearest Lake, Stream, or Drain			Project Start Date	Project Completion Date

**4. SOIL EROSION AND SEDIMENTATION CONTROL PLAN (Refer to Rule 323.1703)**

<b>Note:</b> 2 complete sets of Plan Preparer's Name and Telephone Number / Estimated Cost of Erosion and Sediment Control SESC Plans must be attached	
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**5. PARTIES RESPONSIBLE FOR EARTH CHANGE**

Name of Landowner (if not provided in Box 1 above)		Address		
City, State, Zip Code		Area Code/Telephone Number		Email
Name of Individual "On Site" Responsible for Earth Change			Company Name	
Address	City	State	Zip Code	Area Code/Telephone Number

**6. PERFORMANCE DEPOSIT - Select preferred type**

Amount Required \$_____	Refund Deposit to: Name and Address			Area Code/Telephone Number
Cash <input type="checkbox"/> Letter of Credit <input type="checkbox"/> Surety Bond <input type="checkbox"/>				
Name of Surety Company	Address	City	State	Zip Code

I/we affirm that the above information is accurate and that I/we will conduct the above the described earth change in accordance with Part 91, Soil Erosion and Sedimentation Control, Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, applicable local ordinances, and the documents accompanying this application.

Landowner's Signature	Print Name	Date
Designated Agent's Signature*	Print Name	Date

\* Designated agent must have a written statement from landowner authorizing him/her to secure a permit in the landowner's name.

Designated agent written statement

Date:

Owner/Applicant Name(s)

Mailing Address (if not residing on site)

RE: Designated Agent for

at

To Whom It May Concern,

We, \_\_\_\_\_, as the legal owners of the property located at

hereby designate \_\_\_\_\_ of \_\_\_\_\_

as our authorized agent. This designation grants them the authority to submit and sign the Soil Erosion and Sedimentation Control (SESC) permit application on our behalf. For project

oversight, the designated on-site contact is:

On-site Business Info (Name, Address, Phone, Email)

Sincerely,

Property Owner Name

Signature

Owner Contact Number

Owner Mailing Address (if different from project site)